

Retek[®] RetailCommerce 10.0



User Guide



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When contacting Customer Support, please provide:

- Product version and program/module name.
- Functional and technical description of the problem (include business impact).
- Detailed step by step instructions to recreate.
- Exact error message received.
- Screen shots of each step you take.

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Chapter 1 – Introduction

Retek RetailCommerce is a collaborative data-sharing tool that allows retailers to share procurement data among multiple trading partners. Retek RetailCommerce offers:

- Hosted application on Retek's marketplace, retail.com
- Flexible, dynamic communication platform
- Central repository of procurement data
- Access to all parties involved in the procurement process (retailers, vendors, customs brokers, and freight forwarders)
- Low cost alternative to traditional Electronic Data Interchange (EDI) communication with trading partners

Retek RetailCommerce uses a simple, easy to understand interface to reduce drastically the time and expense of training and deployment. Other benefits offered by Retek RetailCommerce include:

- A low cost Internet solution, which makes the solution more attractive for the entire supplier community including small, low tech trading partners
- The ability for trading partners to view and update data online, allowing real-time information sharing with all players in the supply chain
- Reduced retailers' and trading partners' risk as a result of developing proprietary systems that may place restrictions on trading partner interactions
- Reduced integration costs and maintenance due to adopting an open and flexible XML file standard

This Help site provides the procedures and descriptive information to help you manage purchase orders (POs), harmonized tariff schedule (HTS) documents, and advanced shipment notices (ASNs) among retailers, vendors, customs brokers and freight forwarders.

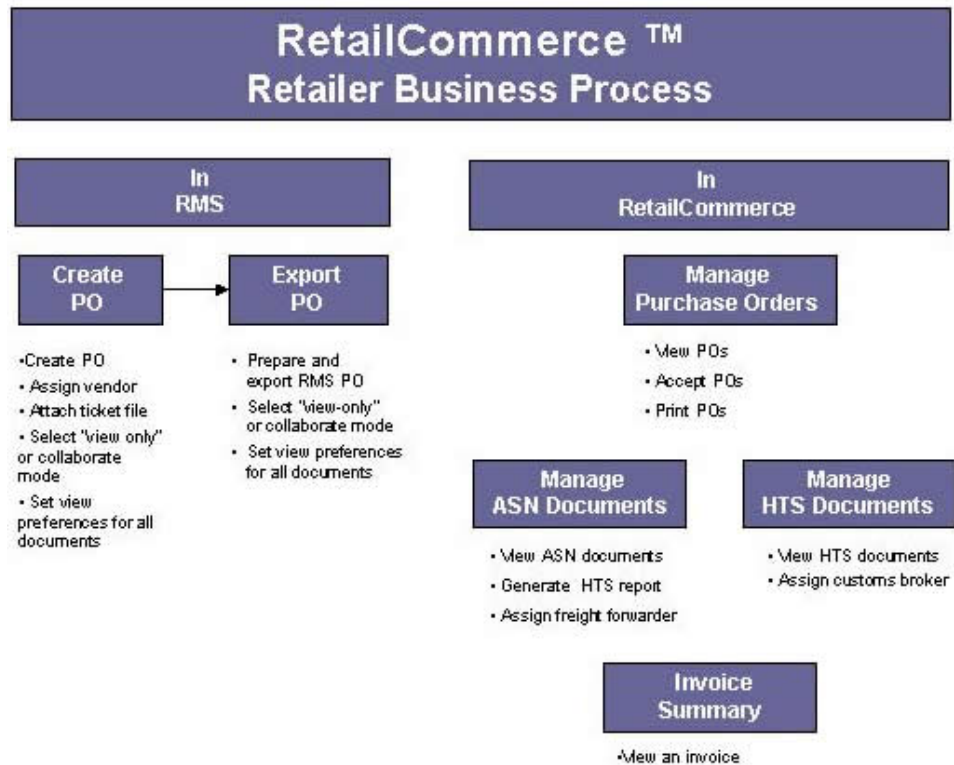
To learn more about using RetailCommerce, select on a topic in the list to the left.

Business Process

The following diagrams show procedures used to complete the various business processes within RetailCommerce. The diagrams are specific to each trading partner category.

- Retailer business process
- Vendor business process
- Customs broker business process
- Freight forwarder business process

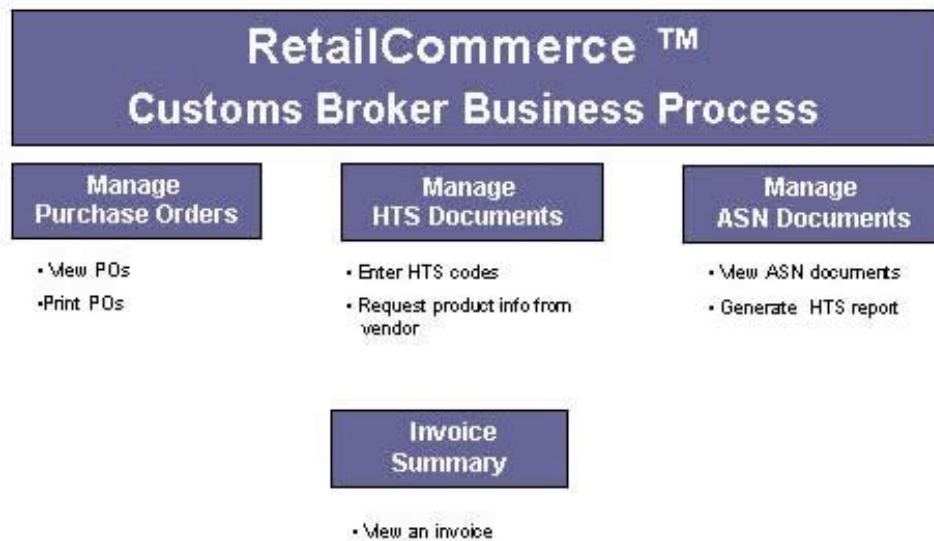
Retailer business process



Vendor business process



Customs broker business process



Freight forwarder business process



Document exchange on retail.com

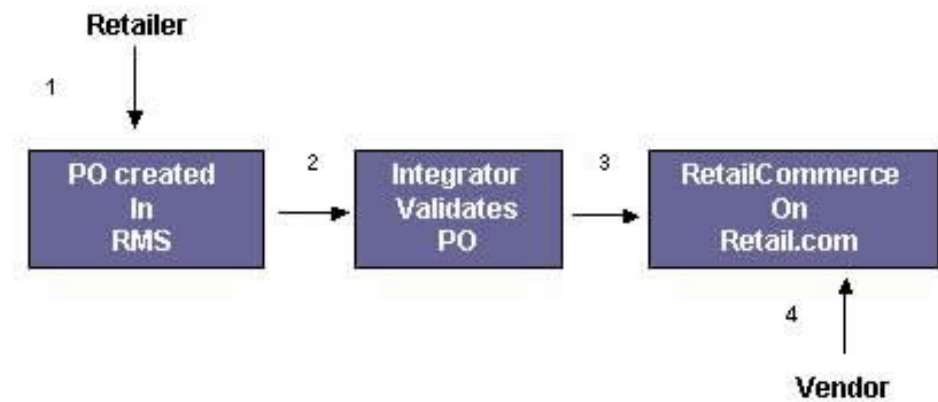
Retek ensures the integrity of documents with many checks and balances. The integrity of the initial document and of document updates is protected by:

- Verifying that enterprise and user ID permissions are current at the time of each transfer.
- Assigning a status code to a document that indicates which partner has made the most recent changes to the document.
- Assigning a version number that is incremented each time a trading partner modifies a document.
- Protecting document integrity by applying system locks when two or more users access a document simultaneously.
- Logging each event or data change in an audit log (PO diary).

The following topics describe the Purchase Order processes from retailer to vendor and from vendor to retailer.

PO path from retailer to vendor

Retek's Integrator software is used to transfer your Purchase Order automatically from Retek's RMS (or another host system) to RetailCommerce. As the PO is imported into RetailCommerce, the freight forwarder and customs brokers are assigned to the PO. Retail Commerce also validates the integrity of the PO before releasing it for viewing or editing by the Vendor. The Vendor has an option to edit the PO on their host system through the RetailCommerce Export/Import process.



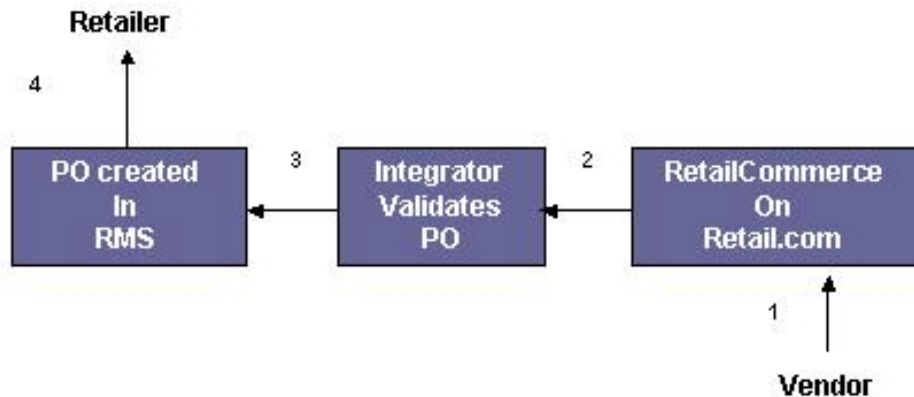
- 1 Retailer creates PO in RMS:
 - a RMS automatically releases the PO to Integrator.
 - b Event is the Autoimport function.
 - c PO is in XML format.
 - d Status of Upload event is displayed in Integrator.

- 2 Integrator validates the correct XML format:
 - a PO is sent to RetailCommerce.
- 3 RetailCommerce validates PO:
 - a PO is checked for presence of PO number, retailer, vendor, dates, receiving location.
 - b Freight forwarder and customs broker are assigned.
 - c Validates presence of SKU, cost, quantity order.
 - d Status is New.
 - e Converts status change date to GMT.
- 4 Vendor views and edits PO on RetailCommerce or on host system:
 - a If host system exists, Vendor exports PO from RetailCommerce.
 - b Vendor edits or accepts PO.
 - c If exported, Vendor imports PO to RetailCommerce.

Note: If this export/import process is used, the changes made by the Vendor to the PO will be displayed in RetailCommerce after the Retailer either accepts or edits the PO and then sends the PO back to RetailCommerce.

- d RetailCommerce assigns new status and PO is sent back to RMS.

PO path from vendor to retailer



- 1 If a Vendor host system exists, Vendor exports PO from RetailCommerce through Integrator to their host system.
- 2 Vendor edits or accepts PO in RetailCommerce or on their host system.
- 3 If PO was exported, Vendor imports PO from their host system through Integrator to RetailCommerce.
- 4 RetailCommerce validates PO:
 - a Updates all changes and the minor version number (if the worksheet was not previously saved).
 - b Updates status to Accepted by Vendor or Changed by Vendor.

- c Adds audit (PO diary) entry.
 - d Destroys old worksheets.
 - e Sends the PO to RMS after validations and status change.
- 5 PO travels through Integrator to RMS:
 - a XML file format is validated.
 - 6 Retailer views changes in RMS:
 - a Retailer may accept or reject the changes in RMS.

Set Up Your Browser

To ensure that RetailCommerce works properly, you must set up your browser so that it refreshes pages on every visit. If this is not set up correctly, older data from previous visits may be displayed, even after you have entered new data.

In Microsoft® Internet Explorer 5.0+:

- 1 Choose Tools > Internet Options. The Internet Options dialog box is displayed.
- 2 Click **Settings**. The Settings dialog box is displayed.
- 3 Under "Check for newer versions of stored pages:", select Every visit to the page.
- 4 Click **OK** on the Settings dialog box and again on the Internet Options dialog box.
- 5 If your browser is open, click **Refresh** on the browser toolbar.

In Netscape® 4.7+:

- 1 Choose Edit > Preferences. The Preferences dialog box is displayed.
- 2 Under Category, expand the Advanced branch of the tree structure.
- 3 Select Cache.
- 4 Under "Document in cache is compared to document on network", select Every Time.
- 5 Click **OK** on the Preferences dialog box.
- 6 If your browser is open, click **Reload** on the browser toolbar.

Personalize Your Start Page

Overview

Start Page preference settings control display elements of the Start Page, tabbed panes, and other windows. Each user can configure the system to reflect their own preferences. RetailCommerce retains the preference settings made by each user, and makes them available each time the user logs in to the system. You may select values for a number of display elements: colors for button and linked text, table headers rows, and field backgrounds, as well as font sizes of text.

To change your Start Page preferences, click **Personalize** in the upper right corner of the Start Page. The Personalize Start Page window appears.

The screenshot shows the 'Personalize Start Page' window. The header bar is blue with the Retek logo on the left and 'Front Help LogOut Personalize' on the right. Below the header, it says 'Please edit your start page preferences below.' The main area is divided into four sections: Header Settings, Title Bar Settings, Pane Settings, and Control Settings. Each section contains dropdown menus for font size, bar color, text color, background color, and button/link text color. At the bottom are 'Done', 'Defaults', and 'Cancel' buttons.

Section	Setting	Value
Header Settings	Font size	13
	Bar Color	Blue 1
	Text color	White
Title Bar Settings	Font size	12
	Bar Color	Blue 1
	Text color	White
Pane Settings	Font size	11
	Background Color	Grey 3
	Text color	Black
Control Settings	Button text color	Black
	Button color	Light Grey
	Field background color	White
	Grid header background color	Blue 3
	Even row background color	Light Grey
	Odd row background color	White
	Link text color	Black

Personalize Start Page window

This Help topic explains how to perform the following tasks:

- Personalize settings for your Start Page
- Return all settings to default values

This topic also provides Field descriptions and Button descriptions for the window.

Procedures

Personalize settings for your Start Page

- 1 Select a value for the display element you want to change from the appropriate drop-down list.
- 2 Click **Done**. Your Start Page is displayed with preference changes you selected.

Return all settings to default values

- 1 Click **Defaults**. The Start Page and all its tabbed panes are displayed with the originals display settings.

Field descriptions

Field	Description
Header Settings	Controls the display elements of the top (or header) portion of the Start Page: • Font size • Bar color • Text color
Title Bar Settings	Controls the display elements of the title portion of the tabbed panes: • Font size • Bar color • Text color
Pane Settings	Controls the display elements of the tabbed panes: • Font size • Background color • Text color
Control Settings	Controls the display elements of buttons, editable fields, tables, and linked text: • Button text color • Button color • Field background color • Grid header background color • Even row background color • Odd row background color • Linked text color

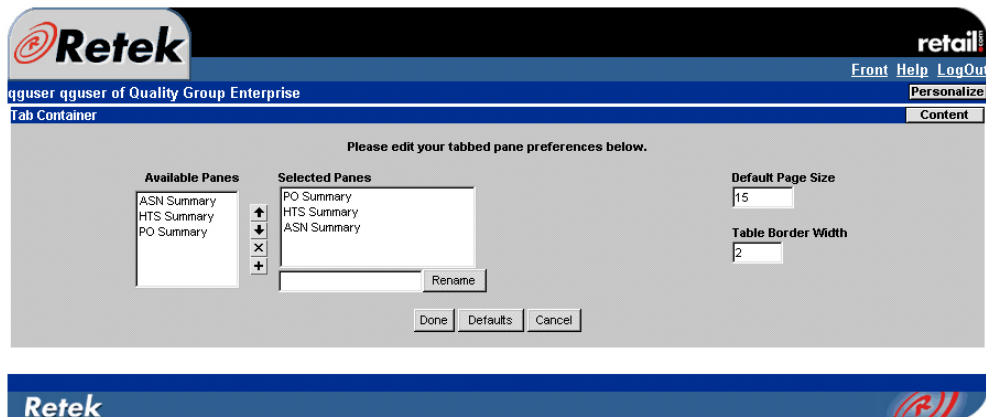
Button descriptions

Button	Description
Done	Applies changes you may have indicated and returns you to the Start Page.
Defaults	Applies the original display settings and returns you to the Start Page. Any previous changes you made are lost.
Cancel	Returns you to the Start Page without apply any changes you may have indicated.

Change Tabbed Pane Settings

Overview

Tabbed pane settings control the appearance of the tabbed panes on the Start Page. Each user can configure the system to reflect their own preferences. RetailCommerce retains the preference settings made by each user, and makes them available each time the user logs in to the system. To change your tabbed pane settings, click **Content** in the upper right corner of the Start Page. The Tab Container window appears.



Tab Container window

This Help topic explains how to perform the following tasks:

- Select the tabbed panes that appear on the Start Page
- Remove a tabbed pane from the Start Page
- Change the order of the tabbed panes
- Rename a tabbed pane
- Change the default page size
- Change the border width around the tabbed panes
- Return all settings to default values

This topic also provides Field descriptions and Button descriptions for the window.

Procedures

Select the tabbed panes that appear on the Start Page

- 1 From the Available Panes list, select the name of the panes you want to appear in the Start Page. To select multiple names, press the Ctrl key and click on the names.
- 2 Click . The tabbed pane names you selected from the Available Panes list are displayed in the Selected Panes list.
- 3 Click **Done**. Your Start Page is displayed with only the tabbed panes indicated in the Selected Panes list.

Remove a tabbed pane from the Start Page

- 1 From the Selected Panes list, select the name of the panes you want to remove from the Start Page. To select multiple names, press the Ctrl key and click on the names.
- 2 Click . The tabbed pane names you selected are removed from the Selected Panes list.
- 3 Click **Done**. Your Start Page is displayed with only the remaining tabbed panes indicated in the Selected Panes list.

Change the order of the tabbed panes

Note: Tabbed panes on the Start Page appear in the order indicated in the Selected Panes list.

- 1 From the Selected Panes list, select the name of the pane you want to appear first on the Start Page. To select multiple names, press the Ctrl key and click on the names.
- 2 Click  or  to position the name at the top of the list. Select other names and click  or  to position the other names. Continue until the names appear in the order you want them.
- 3 Click **Done**. Your Start Page is displayed with the tabbed panes in the order shown in the Selected Panes list.

Rename a tabbed pane

- 1 From the Selected Panes list, select the tabbed pane you want to rename. The name of the pane is displayed in an editable field below the Selected Panes list.
- 2 Type over the text in the editable field with text you want to use for the name of the tabbed pane.
- 3 Click **Rename**. The name of the tabbed pane is changed in the Selected Panes list.
- 4 Click **Done**. Your Start Page is displayed with the renamed tabbed panes.

Change the default page size

You can control the number of records in the summary list that display on a single page. If more records exist than can fit on a single page, you can scroll to the next page or select a specific page number to view the remaining records in the list.

- 1 In the Default Page Size field, enter the number of records you want to display on a single page.
- 2 Click **Done**. Summary lists are displayed with the number of records you specified per page.

Note: If more records exist than can fit on the page, click Next in the lower right corner of the tabbed pane to see the next page of records. To move ahead in the list to another page, click one of the underlined numbers in the lower right corner of the tabbed pane. Click Previous to move to the page immediately before the current page.

Change the border width around the tabbed panes

You can set the width of the border that surrounds the tabbed panes of the Start Page.

- 1 In the Table Border Width field, enter the width in number of pixels for the border around the tabbed panes.
- 2 Click **Done**. Summary lists are displayed with the border width you specified.

Return all settings to default values

- 1 Click **Defaults**. The Start Page and all its tabbed panes are displayed with the originals display settings.

Field descriptions

Field	Description
Available Panes	A list of tabbed panes. The panes that appear in the list are determined by your user permissions. Note: Only Administrative users will have access to the Administration pane in this window.
Selected Panes	The tabbed panes that appear on your Start Page.
Default page size	The number of records that display in the summary list on a single page.
Table border width	The width in number of pixels of the border that surrounds the tabbed panes of the Start Page.

Button descriptions

Button	Description
Rename	Changes the name of the tabbed pane highlighted in the Selected Panes list.
Done	Applies changes you may have indicated and returns you to the Start Page.
Defaults	Applies the original display settings and returns you to the Start Page. Any previous changes you made are lost.
Cancel	Returns you to the Start Page without apply any changes you may have indicated.

Chapter 2 – Purchase Orders

PO Summary

Overview

The PO Summary window provides a list of purchase orders (POs) with which your enterprise is associated in RetailCommerce. Retailers associate trading partners with a PO by assigning their enterprise ID to any one of the various ID fields located on the PO record.

This Help topic explains how to perform the following tasks:

- View and sort the PO Summary list
- Export POs from RetailCommerce to your host system
- View PO detail
- Import POs from your host system to RetailCommerce
- Accept POs from the PO Summary list
- Submit POs from the PO Summary list
- Print POs

This topic also provides Field descriptions and Button descriptions for the window.

Procedures

View and sort the PO Summary list

Note: To choose the number of records that appear in the list, see the "Change the default page size" procedure in Change Pane Settings.

- 1 From the Start Page, select the PO Summary tab. The PO Summary list is displayed.



☐	<u>PO Number</u>	<u>Last Exported</u>	Status	Retailer	Vendor	Issued Date	Not Before Date	Not After Date
☐	Auto-RETP01	12/3/2001	Vendor Changed	Quality Group Enterprise	Max Brown Wholesales	5/1/2001	6/1/2001	5/30/2006
☐	Auto-RETP02	12/3/2001	Vendor Changed	Quality Group Enterprise	Max Brown Wholesales	5/1/2001	7/1/2001	9/1/2001
☐	Auto-RETP03	12/3/2001	Accepted	Quality Group Enterprise	Max Brown Wholesales	5/1/2001	7/24/2001	9/5/2001
☐	Auto-RETP04	12/3/2001	Vendor Changed	Quality Group Enterprise	Max Brown Wholesales	5/1/2001	7/1/2001	9/1/2001
☐	Auto-RETP05	12/3/2001	Vendor Changed	Quality Group Enterprise	Max Brown Wholesales	5/1/2001	8/30/2001	9/5/2001
☐	Auto-RETP06	12/3/2001	Vendor Changed	Quality Group Enterprise	Max Brown Wholesales	5/1/2001	7/1/2001	9/1/2001
☐	Auto-RETP07	12/3/2001	Accepted	Quality Group Enterprise	Max Brown Wholesales	5/1/2001	6/1/2001	6/15/2001
☐	Auto-RETP08	12/3/2001	New	Quality Group Enterprise	Max Brown Wholesales	5/1/2001	6/1/2001	6/5/2001
☐	Auto-RETP13	12/3/2001	Accepted	Quality Group Enterprise	Max Brown Wholesales	5/1/2001	7/1/2001	9/1/2001
☐	Auto-RETP09	12/3/2001	New	Quality Group Enterprise	Max Brown Wholesales	5/1/2001	6/1/2001	6/15/2001
☐	Auto-RETP10	12/3/2001	Accepted	Quality Group Enterprise	Max Brown Wholesales	5/1/2001	7/24/2001	9/5/2001
☐	Auto-RETP11	12/3/2001	Accepted	Quality Group Enterprise	Max Brown Wholesales	5/1/2001	7/1/2001	9/1/2001
☐	Auto-RETP12	12/3/2001	Accepted	Quality Group Enterprise	Max Brown Wholesales	5/1/2001	7/24/2001	9/5/2001
☐	Auto-RETP14	12/3/2001	Vendor Changed	Quality Group Enterprise	Max Brown Wholesales	5/1/2001	7/24/2001	9/6/2001
☐	Auto-RETP15	12/3/2001	Accepted	Quality Group Enterprise	Max Brown Wholesales	5/1/2001	7/1/2001	9/1/2001

PO Summary list

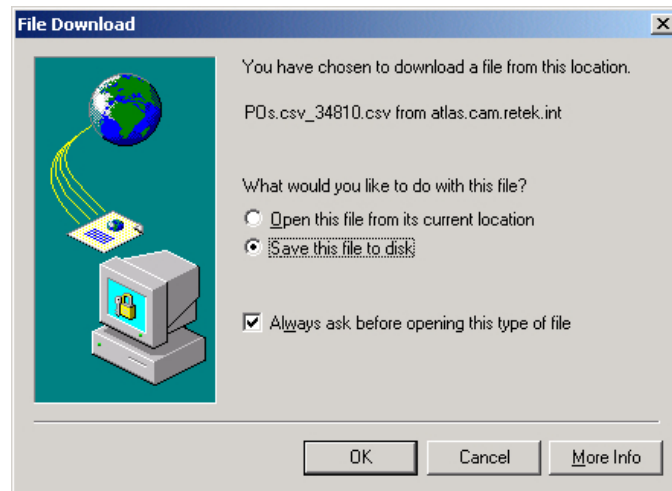
Note: Initially the list is sorted in ascending order by PO Number.

- 2 To sort the list differently, click any underlined column heading. An arrow indicates the column by which the list is currently sorted, as well as the order, ascending or descending. To reverse the current sort order, click the same column heading again.

Export POs from RetailCommerce to your host system

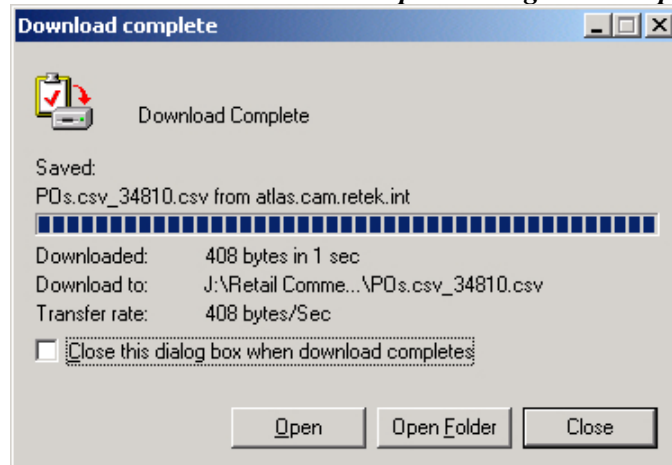
Note: If you have a host system, you can export POs from RetailCommerce to your host system to edit them. Use this procedure to export POs from RetailCommerce to your host system.

- 1 To export a PO from RetailCommerce to your host system, select the check box in front of the POs that you wish to view or edit.
- 2 Click **Export**. The File Download dialog box is displayed.



File Download dialog box

- 3 *Save the PO to the appropriate location on your host system. When the file is downloaded the Download complete dialog box is displayed.*

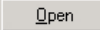


Download complete dialog box

Note: The PO is saved on your system as a .csv file.

- 4 Select **Close**.
- 5 Import the .csv file into your host system.

- 6 Repeat steps 1 – 5 for each PO that you wish to export from RetailCommerce and import into your host system.

Note: If you wish to view the file immediately, you can select  or . You can either view the file from your merchandise system or with any program that accepts .csv files. MS Excel is one program that will read .csv files.

Note: You can select multiple POs and export them to your host system. However, you will save each resulting .csv file one at a time.

View PO Detail

- 1 If you have exported the PO from RetailCommerce to your host system, open the PO from its saved location on your host system. If you do not have a host system, proceed with step 2.
- 2 To view the detail for a specific PO, click the underlined PO Number. The PO Detail window is displayed.

Note: You can find instructions to view and edit the PO from the PO Detail window in the PO Detail section of this document.

Import POs from your host system to RetailCommerce

Note: When you are done editing the PO, import the PO from your host system to RetailCommerce through Integrator.

- 1 To import the PO to RetailCommerce, use the *Upload a RetailCommerce file* procedure in the Integrator online help.

Note: If you use this export/import process, the changes that you made to the PO will be displayed in RetailCommerce **after** the Retailer either accepts or edits the PO and then sends the PO back to RetailCommerce.

Accept POs from the PO Summary list

Trading Partners who have been granted PO Edit privileges by the retailer can accept single or multiple POs selected from the PO Summary window. (A single PO can also be accepted from PO Detail window.) Trading Partners can accept a PO only if its status is either New or Retailer Changed.

Note: Only users with PO edit privileges can successfully Accept PO's. Users with PO view privileges will see the Accept button on the PO Summary screen, but will be prohibited from actually Accepting PO's.

When you accept a PO, the following actions occur:

- The POs are accepted and their Status is changed to Accepted.
- RetailCommerce automatically creates an email alert and notifies the retailer buyer identified on the PO that the PO has been accepted.
- The status change is logged in the PO Diary.
- RetailCommerce initiates an automated export back to the retailer's host system informing them of the Accepted PO.

To accept from the PO Summary window:

- 1 Select the POs you want to accept by selecting the check box next to the PO Number. To accept all POs displayed on the current page, select the check box in the grid header area of the tabbed pane.
- 2 Click **Accept**.

Submit POs from the PO Summary list

Trading Partners who have been granted PO Edit privileges by the retailer can submit single or multiple saved POs selected from the PO Summary window. (A single PO can also be submitted from PO Detail window.)

- When you submit a PO, the following actions occur:
- Your changes are committed to the database, and other enterprises can then view your changes.
- The status of the PO changes to Vendor Changed.
- The version number assigned to the PO increments by a tenth (for example, changes from 1.0 to 1.1.)
- RetailCommerce automatically creates an email alert and notifies the retailer buyer identified on the PO that a change has been made.
- Your changes are logged in the PO Diary.
- RetailCommerce initiates an automated export of the PO data back to the retailer's host system. The retailer can then review changes and either accept or reject them.

Note: A worksheet document icon  next to a PO Number in the PO Summary list indicates that changes have been saved but not yet committed to the RetailCommerce database.

To submit from the PO Summary window:

- 1 Select the POs you want to submit by selecting the check box next to the PO Number. To submit all POs displayed on the current page, select the check box in the grid header area of the tabbed pane.
- 2 Click **Submit**.

Print POs

Note: RetailCommerce prints the POs you select in the order in which they appear on the page. To print POs in a different order, sort the POs first, then print them.

- 1 Select the POs you want to print by selecting the check box next to the PO Number. To print all POs displayed on the current page, select the check box in the grid header area of the tabbed pane.
- 2 Click **Print** in the grid header area of the tabbed pane. RetailCommerce launches Adobe Acrobat and displays the POs you selected in the browser window.
- 3 Click the Print icon on the Adobe Acrobat toolbar to print the POs on your printer.

Note: To save the PDF file, click the Save icon on the Adobe Acrobat toolbar.

- 4 Click **Back** on the browser toolbar to return to the Start Page.

Field descriptions

Field	Description
PO Number	The retailer's Purchase Order number.
Last Exported	The most recent date that the PO was exported from RetailCommerce. If the retailer makes a change to the PO, the date is cleared.
Status	The current status of the PO: • New — The PO is new, uploaded from the retailer's host system to RetailCommerce. • Retailer Changed — The PO has been changed by the retailer. • Vendor Changed — The PO has been changed by the vendor. • Accepted — The PO has been accepted by both retailer and trading partner. • Cancelled — The Retailer has cancelled the PO in RMS. • Closed — The PO has been closed by retailer or closed in RMS as fully received.
Retailer	The retailer name.
Vendor	The vendor name.
Issued Date	The date the PO was issued or released from the retailer's host system.
Not Before Date	The scheduled ship date. Based on the time zone of the PO's delivery location. Trading Partners with PO Edit privileges can edit this field from the PO Details window.
Not After Date	The scheduled arrival date. Based on the time zone of the PO's delivery location. Trading Partners with PO Edit privileges can edit this field from the PO Details window.

Button descriptions

Button	Description
Export	Downloads the selected POs from RetailCommerce through Integrator to Vendor's host system.
Accept	Accepts selected New or Vendor Changed POs. See Accept POs from the PO Summary list for a description of subsequent actions.
Submit	Commits selected POs to the RetailCommerce database. See Submit POs from the PO Summary list for a description of subsequent actions.
Print	Prints selected POs to a PDF file, from which you can print the POs to a printer.

PO Details

Overview

The PO Details window allows you to view a specific PO.

If you have been granted PO Edit privileges, you make changes to dates, unit costs, and quantities. To enter Edit mode, click **Edit**. RetailCommerce then creates a worksheet copy of the PO to which you make changes. (Each retailer organization determines which fields users can edit.) The original PO remains stored in RetailCommerce and is visible to all other enterprises that may wish to access the PO.

After making changes to the PO, click **Save** to commit your changes to the worksheet copy of the PO. At this time, your changes are not reflected on the original PO. A worksheet document icon  next to a PO Number in the PO Summary list indicates that changes have been saved but not yet committed to the RetailCommerce database.

To commit your changes to the RetailCommerce database, click **Submit** while in Edit mode on the PO Details form. The following actions occur when a PO is Submitted:

- Your changes are committed to the database, and other enterprises can then view your changes.
- The status of the PO changes to Vendor Changed.
- The version number assigned to the PO increments by a tenth (for example, changes from 1.0 to 1.1.)
- RetailCommerce automatically creates an e-mail alert and notifies the retailer buyer identified on the PO that a change has been made.
- Your changes are logged in the PO Diary.
- RetailCommerce initiates an automated export of the PO data back to the retailer's host system. The retailer can then review changes and either accept or reject them.

Note: A retailer's changes take precedence over simultaneous changes from a vendor. Whenever a change is made to the PO, the appropriate parties (retailer, vendors, freight forwarder, customs brokers, and so on) receive an automatic e-mail notification of the change.

This Help topic explains how to perform the following tasks:

- View and edit PO detail
- Accept POs from the PO Details window
- View changes to the PO in the PO Diary

This topic also provides Field descriptions and Button descriptions for the window.

Procedures

View and edit PO detail

- 1 From the PO Summary list, click the PO number. The PO Details window is displayed.

Retek					
Details For PO Number : 70709					
PO Status	Accepted	Vendor	CEP Import Supplier	Version	2.0
Issued Date	1/15/2001	Freight Forwarder	ag Freight Forwarder 1	Customs Broker	ag Custom Broker 2
Buyer	Charles Bott	Season		Assigning CB	ag Custom Broker 1
FOB Description	HongKong	FOB Location	IT	FOB City	LA
Receiving Location	Central	Receiving Location Type	W	Port of Discharge	LA
Total Cost	1456720.00	Currency	USD	Payment Terms	01
Not Before Date	1/15/2001			Total Quantity	5240
Not After Date	1/31/2001				
VPN	Description	Color	Size-Scale	Quantity	Unit Cost
A090111st0001	st0001	BLACK	42/10 44/10 46/10 48/10 38/10 40/10	60	278.00
A090111st0001	st0001	Blue	38/10 42/10 46/10 48/10 44/10 40/10	60	278.00
A090111st0001	st0001	Cream	38/10 40/10 42/10 48/10 46/10 44/10	60	278.00
A090111st0002	st0002	BLACK	42/10 44/10 46/10 48/10 38/10 40/10	60	278.00
A090111st0002	st0002	Blue	38/10 42/10 46/10 48/10 44/10 40/10	60	278.00
A090111st0002	st0002	Cream	38/10 48/10 46/10 44/10	40	278.00
A090111st0003	st0003	BLACK	42/10 44/10 46/10 48/10	40	278.00
A090111st0003	st0003	Blue	38/10 42/10 46/10 48/10 44/10 40/10	60	278.00
A090111st0003	st0003	Cream	38/10 40/10 42/10 48/10 46/10 44/10	60	278.00
A090111st0004	st0004	BLACK	42/10 44/10 46/10 48/10 38/10 40/10	60	278.00
A090111st0004	st0004	Blue	38/10 42/10 46/10 48/10 44/10 40/10	60	278.00
A090111st0004	st0004	Cream	38/10 40/10 42/10 48/10 46/10 44/10	60	278.00
A090111st0005	st0005	BLACK	42/10 44/10 46/10 48/10 38/10 40/10	60	278.00
A090111st0005	st0005	Blue	38/10 42/10 46/10 48/10 44/10 40/10	60	278.00
A090111st0005	st0005	Cream	38/10 40/10 42/10 48/10 46/10 44/10	60	278.00
A090111st0006	st0006	BLACK	42/10 44/10 46/10 48/10 38/10 40/10	60	278.00
A090111st0006	st0006	Blue	38/10 42/10 46/10 48/10 44/10 40/10	60	278.00
A090111st0006	st0006	Cream	38/10 40/10 42/10 48/10 46/10 44/10	60	278.00
A090111st0007	st0007	BLACK	42/10 44/10 46/10 48/10 38/10	50	278.00
A090111st0007	st0007	Blue	38/10 42/10 46/10 48/10 44/10 40/10	60	278.00

PO Details window

The upper section contains PO header information.

The lower section lists the Vendor Part Numbers (VPNs) contained in the PO. Style and size combinations for softline items are “rolled up” on a single line.

- 2 To view VPN item detail, click the corresponding VPN in the list. The PO Item Details window is displayed in View mode.

Click **Back** on the PO Item Details window to return to the PO Details window.

- 3 To modify the PO, click **Edit**. The PO Detail window is displayed in Edit mode. Each retailer organization determines which fields users can edit.

To change a line item, click a VPN while in Edit mode. Details for that line item are displayed. See PO Details - Line Items for more information about editing the line items.

- 4 Make any appropriate changes to the editable fields. To change a Not Before Date or Not After Date, click the calendar icon  and choose the appropriate date from the calendar that is displayed in a separate window. To close the calendar window, click the X in the upper right corner of the window. The selected date is displayed in the date field on the PO Details form.

Note: Changes you make in to the item detail are reflected in the PO Detail & PO Summary windows for related calculated fields such as total quantities, and total cost.

- 5 Click **Save** to save your changes.

Note: This does not yet submit your changes for export back to the retailer. It stores your changes temporarily in a worksheet copy of the PO. A worksheet document icon  next to a PO on the PO Summary list indicates that changes have been saved but not yet submitted.

- 6 Click **Submit** to submit all of your changes.

When you submit a PO, the following actions occur:

- Your changes are committed to the database, and other enterprises can then view your changes.
- The status of the PO changes to Vendor Changed.
- The version number assigned to the PO increments by a tenth (for example, changes from 1.0 to 1.1.)
- RetailCommerce automatically creates an email alert and notifies the retailer buyer identified on the PO that a change has been made.
- Your changes are logged in the PO Diary.
- RetailCommerce initiates an automated export of the PO data back to the retailer's host system. The retailer can then review changes and either accept or reject them.

Note: A worksheet document icon  next to a PO Number in the PO Summary list indicates that changes have been saved but not yet committed to the RetailCommerce database.

- 7 To return to the PO Summary list without submitting your changes, click **Back**.

Accept POs from the PO Details window

Vendors can accept a single PO from the PO Details window. (Single and multiple POs can also be accepted from the PO Summary window)

Note: Trading Partners can Accept a PO only if its status is either New or Retailer Changed.

To accept from the PO Details window:

- 1 Click **Accept**. The following actions occur:
 - The POs are accepted and the Status is changed to Accepted.
 - RetailCommerce automatically creates an email alert and notifies the retailer buyer identified on the PO that the PO has been accepted.
 - The status change is logged in the PO Diary.
 - RetailCommerce initiates an automated export back to the retailer's host system informing them of the Accepted PO.

View changes to the PO in the PO Diary

All changes made to a PO in the Summary or Detail windows are stored in a diary. You can access the diary to view a history of all the PO changes. Diary information includes date and time of the change, the enterprise responsible for the change, and what changed on the document (for example, status change or document edits.)

Note: All trading partners, including those with View PO and Edit PO privileges, have the ability to add diary entries to the PO.

- 1 To view the PO diary, navigate to the PO Detail window.
- 2 Click **Diary**. The Diary Details window is displayed.
- 3 To add a free form text entry to the diary, type the information you want in the Add entry box, then click **Add** to add the information to the diary.
- 4 Click **Back** to return to the PO Detail window.

Field descriptions

Field	Description
PO Status	The current status of the PO: • New — The PO is new, uploaded from the retailer's host system to RetailCommerce. • Retailer Changed — The PO has been changed by the retailer. • Vendor Changed — The PO has been changed by the vendor. • Accepted — The PO has been accepted by both retailer and trading partner. • Cancelled — The Retailer has cancelled the PO in RMS. • Closed — The PO has been closed by retailer or closed in RMS as fully received.
Vendor	The name of the vendor.
Version	The version number for this purchase order. The initial purchase order number is 1.0. The decimal number increments when a worksheet is submitted. The integer number increments when a trading partner accepts a submitted worksheet.
Issued Date	The date the PO was issued or released from the retailer's host system.
Freight Forwarder	The enterprise name assigned as the freight forwarder for the PO.
Custom Brokers	The enterprise name assigned as the customs broker for the PO.
Buyer	Name of originating buyer
Season	The season for which the purchase order is written.
Assigning CB	The enterprise name of the Customs Broker responsible for assigning HTS codes to the items contained on the PO.
FOB Description	Displays the code indicating the trading party responsible for all risks of loss or damage to the merchandise.
FOB Location	Displays the name of the warehouse or receiving party accepting FOB responsibilities.

Field	Description
FOB City	Displays the city name where the enterprise is of designated FOB responsibilities.
Receiving Location	The final destination city.
Receiving Location Type	The receiving location type: store or warehouse.
Port of Discharge	The name of the discharge port.
Total Cost	The total cost of all products in a purchase order.
Currency	The currency in which a Purchase Order or contract is written..
Payment Terms	Displays free form text indicating payment terms.
Not Before Date	The scheduled ship date. Based on the time zone of the PO's delivery location. Vendors and Retailers can edit this field.
Quantity	Total number of units ordered.
Not After Date	The scheduled arrival date. Based on the time zone of the PO's delivery location. Vendors and Retailers can edit this field.
VPN	The vendor product number.
Description	Description of the item.
Color	The color code for this item.
Size-Scale	The softline product size and scale ordered for a line item.
Quantity	The number of units ordered for this line item.
Unit Cost	The cost of each unit.

Button descriptions

Button	Description
Edit	(Users with Edit privileges only) Displays the window in Edit mode. Editable fields can be altered.
Diary	Opens the PO Diary window, which contains a history of changes to the PO.
Back	Returns you to the previous window.
Accept	Accepts the PO. See Accept POs from the PO Details window for a description of subsequent actions.
Save	(Edit mode only) Save changes to the worksheet copy of the PO.
Submit	(Edit mode only) Commits changes to the to the RetailCommerce database. See Step 7 of View and edit PO detail for a description of subsequent actions.
Cancel	(Edit mode only) Abandons any changes you have made and return you to the PO Details window.

PO Details – Line Items

Overview

The PO Item Details window is used to view PO line item details and, if you have PO Edit privileges, make changes to the unit cost and quantities of the items.

For softline items, this window also provides visibility to the individual style / size combinations and their associated quantities on the PO. With Edit privileges, you can alter quantities for each size.

This Help topic explains how to perform the following tasks:

- View and edit PO line items

This topic also provides Field descriptions and Button descriptions for the window.

Procedures

View and edit PO line items

- 1 To view VPN item detail, click the corresponding VPN in the list on the PO Details window. The PO Item Details window is displayed.

Details For PO Number : 10109 Vendor Product Number : A090171st0001 : Vendor Color : BLACK			
Description	st0001		
HTS Code	1414.23.4223	HTS %	25.0
Total Ordered Quantity	60.0	Unit Cost	278.00

Size	Quantity
42	10
44	10
46	10
48	10
38	10
40	10

Back

PO Item Details window

Click **Back** to return to the PO Details window.

- 2 To change line item detail, click **Edit** on the PO Detail window to enter Edit mode.
- 3 Click a VPN. Details for that line item are displayed in the PO Item Details window.
- 4 Make any appropriate changes to the unit cost and quantity of the item. For softline items, you can change quantities for each individual style / size combination.

- 5 Click **Save** to save your changes. The PO Details window is displayed. Changes you make in to the item detail are reflected in the PO Detail & PO Summary windows for related calculated fields such as total quantities, total cost, and so on.

Note: This does not yet submit your changes for processing. It stores your changes temporarily. A worksheet document icon  next to a PO in the PO Summary list indicates that changes have saved but not yet submitted.

Field descriptions

Field	Description
Description	A description of the item.
HTS Code	The harmonized tariff schedule code number.
HTS %	The tariff rate.
Quantity Ordered	Total number of units ordered.
Unit Cost	The cost of each unit.
Size (softline items only)	The sizes available for this item.
Quantity (softline items only)	The quantity ordered for each size.

Button descriptions

Button	Description
Save	Save the line item changes to the worksheet copy of the PO.
Cancel	Abandons any changes you have made and return you to the PO Details window.

PO Diary

Overview

Any changes made to a PO in the Summary or Detail windows are stored in a diary. You can access the diary to view a history of all the PO changes.

Diary information includes Date/Time of change, enterprise responsible for the change, and what changed on the document (for example, status change or document edits.)

This Help topic explains how to perform the following tasks:

- View and edit the PO Diary

This topic also provides Field descriptions and Button descriptions for the window.

Procedures

View and edit the PO Diary

- 1 To view the PO diary, navigate to the PO Detail window.
- 2 Click **Diary**. The Diary Details window is displayed.

Time	User	Entry
2001-08-28 14:56	CEP Import Supplier	(version: 1.0) PO 10109 has been accepted by CEP Import Supplier.
2001-08-27 16:49	Quality Group Enterprise (Integrator)	(version : 1.0) NEW PO.

Add entry:

Add Back

Diary Details Window

- 3 To add a free form text entry to the diary, type the information you want in the Add entry box, then click **Add** to add the information to the diary.
- 4 Click **Back** to return to the PO Detail window.

Field descriptions

Field	Description
Time	The date and time of the diary entry.
User	The user ID of the person who made the diary entry.
Entry	The text of the entry. RetailCommerce automatically records Date/Time of changes, user responsible for change, and what changed on the document (for example, status change or document edits.)
Add Entry	Additional, free-form text you wish to add to the diary.

Button descriptions

Button	Description
Add	Adds the text in the Add Entry field to the diary.
Back	Returns you to the previous window.

Chapter 3 – HTS Documents

HTS Summary

Overview

The HTS Summary lists products by vendor part number (VPN or style number). Even if a product appears on multiple POs, the product appears only once in the HTS Summary under its VPN.

Only the product records associated with your enterprise appear in the HTS Summary. This means that the customs broker, freight forwarder, or vendor must be assigned to the PO in order to view the data.

Anyone with HTS view privileges can filter the list by Vendor, PO Number, or HTS status, as well as limit the number of records that appear in the list.

Users with HTS edit privileges, such as the customs broker who is responsible for entering the HTS data, can complete the data collection for an entire PO.

This Help topic explains how to perform the following tasks:

- View and sort the HTS Summary list
- Filter the HTS Summary list
- View HTS detail
- Search for a VPN

This topic also provides Field descriptions and Button descriptions for the window.

Procedures

View and sort the HTS Summary list

Note: To choose the number of records that appear in the list, see the "Change the default page size" procedure in Change Pane Settings.

- 1 From the Start Page, select the HTS Summary tab. The HTS Summary list is displayed.

VPN	Vendor	Description	Dept./Class/Sub	HTS Code	Last Revised Date
100090	Max Brown Wholesales	Ret sweater	Women / Casual / Tops		
1000901	Max Brown Wholesales	Ret Dresses	Women / Casual / Dresses	1111.11.1111	11/30/2001
10009011	Max Brown Wholesales	Ret Petite Skirts	Women / Casual / Bottoms	2314.34.1235	11/30/2001
10009012	Max Brown Wholesales	Ret Shirts	Men / Casual / Tops		
1110901	Max Brown Wholesales	Ret Pants	Men / Casual / Bottoms	1232.22.2222	11/30/2001

HTS Summary list

Note: Initially the list is sorted in ascending order by VPN Number.

- 2 To sort the list differently, click any underlined column heading. An arrow indicates the column by which the list is currently sorted, as well as the order, ascending or descending. To reverse the current sort order, click the same column heading again.

Filter the HTS Summary list

You can limit the records listed in the HTS Summary to those that match your filter criteria.

- 1 From the drop-down lists at the top of the HTS Summary pane, select Vendor, PO Number, Season, and/or HTS. The HTS Summary is displayed with only records that match the combination of Vendor, PO Number, Season, and HTS status that you chose.

For example, to display products with unassigned HTS codes, select Unassigned from the HTS drop-down list and *All* from the Vendor and PO Number lists. To display all unassigned product records for a specific vendor, select the name from the Vendor drop-down list, Unassigned from the HTS drop-down list and *All* from the PO Number list.

- 2 To return the HTS Summary to a display of all records, select *All* from each drop-down list.

View HTS detail

- 1 To view the HTS Detail window, click a VPN. The HTS Details window is displayed.

Retek retail

Front Help LogOut

Details For HTS Number: A09011st0001

Vendor	CEP Import Supplier	Last Revised Date	8/28/2001	Department	CEP Women's Outdoor
Vendor Style/VPN	A09011st0001	Country of Origin	IT	Class	CEP Jackets
Style/Product Desc	st0001	Import Country	US	Subclass	CEP Winter Jackets

HTS Code	1414.23.4223	Percent	25.0
Currency		Amount	
Per Count		Per Count UOM	

Fabric LOV: Polyester
LOV single value: 222

Back

Retek retail

HTS Details window

- 2 See the description for the HTS Details window for more information about viewing and editing detail information.

Search for a VPN

- 1 In the VPN field, enter the VPN number that you wish to find.
- 2 Select **Retrieve**. The products associated with the selected VPN are displayed in the HTS Summary window.

Retek retail

User Console Help Front Page

maxuser maxuser of Max Brown Wholesales Personalize

PO Summary **HTS Summary** ASN Summary Integrator Content

Vendor: * All * PO Number: * All * Season: * All * HTS: * All * VPN: 11110901 Retrieve

VPN	Vendor	Description	Dept/Class/Sub	HTS Code	Last Revised Date
11110901	Max Brown Wholesales	Ret Pants	Men / Casual / Bottoms	1232.22.2222	11/30/2001

Retek retail

HTS Summary window with selected VPN

Field descriptions

Field	Description
VPN	The Vendor Product Number or Vendor Style Number of the product listed.
Vendor	The name of the vendor of the product listed.
Description	Displays a description of the product.
Depart/Class/Subclass	The department, class, and subclass names of the product, according to the retailer's merchandise hierarchy.
HTS Code	The numeric HTS code for this item. HTS code is an item classification number assigned by an importing country.
Last Revised Date	The date of the last revision of any of the HTS attributes for the displayed product.

Button descriptions

Button	Description
Retrieve	Retrieves information about the selected VPN and displays it in the HTS Summary window.

HTS Details

Overview

The HTS Details window allows you to view detailed product information selected from the HTS List. This detailed information includes all product-related information stored in RetailCommerce, product UDA information, and any product images that have been uploaded to RetailCommerce by the retailer.

Note: Uploaded product images must be in one of the following image formats: *.jpg, *.jpeg, *.gif.

Users with edit privileges, such as the customs broker, can add the required HTS data: HTS code, Percent, Currency, Amount, Per Count, and Per Count Unit of Measure (UOM).

The HTS Details window also allows users with edit privileges, such as the customs broker, to request via e-mail additional information from the vendor assigned to the product. The request is entered in free form text. The e-mail request also contains all of the product information contained in RetailCommerce for the specific product.

This Help topic explains how to perform the following tasks:

- View and edit HTS detail
- Request additional product information from the vendor

This topic also provides Field descriptions and Button descriptions for the window.

Procedures

View and edit HTS detail

Users with HTS View privileges will see the window in View-only mode. Click **Back** to return to the HTS Summary window.

Note: Click the product image to view the image in a separate browser window in its original proportions. Some images may appear distorted on the HTS Detail screen in order for us to display a consistent size for all images. When finished viewing the image detail, close the image browser.

Users who have been granted HTS Edit privileges by the retailer will automatically enter the HTS Detail window in Edit mode.

Note: In order to submit your changes to the record, RetailCommerce requires that you provide the HTS Code. Additionally, you must enter a value in the Percent field or, in the absence of a Percent value, you must enter a value in all of the following fields: Amount, Currency, Per Count, and Per Count UOM.

To edit HTS detail:

- 1 Make any appropriate changes to the editable fields.
- 2 Click **Submit** to save your changes. The HTS Summary list is displayed. The Last Revised Date in the HTS Summary list reflects the date of the change you just made.

Note: When the HTS record is submitted, RetailCommerce automatically generates an HTS export file that contains all of the newly entered product information. This export file is sent back to the retailer's host system.

Request additional product information from the vendor

User who have been granted HTS Edit privileges can request via e-mail additional information from the vendor assigned to the product. The request is entered in free form text. The e-mail request also contains all of the product information contained in RetailCommerce for the specific product.

- 1 Click **Request Information**. An e-mail window is displayed. The To field contains the contact e-mail address for the vendor assigned to the product. The From field contains the e-mail address of the requestor of the information. The e-mail body contains all of the product information contained in RetailCommerce for the specific product.
- 2 Type a free-form text message to request additional product information within the Message box.
- 3 Click **Send** to send the request to the vendor. Click **Cancel** to abandon the e-mail message and return to the Edit Details window.

Field descriptions

Field	Description
HTS Code	An item classification number assigned by an importing country. This is an edit field. Enter the numeric HTS code for this item.
Percent	The rate of duty used for calculating the duty amount based on the cost of the product. This is an edit field. Enter the current HTS percent as scheduled for this product.
Amount	The duty amount based on Per Count and Per Count UOM (unit of measure), for example, \$2.00 per 10 KG. This is an edit field. Enter the monetary amount appropriate for this product.
Currency	The monetary descriptor used to calculate the HTS. For example: In the statement, "US\$2.00 is charged for every 10 lbs. of duty", the descriptor is USD (US dollars).
Per Count	A number designating the grouped quantity used as a multiplier to determine the duty amount. For example: In the statement "US\$2.00 is charged for every 10 lbs. of duty", the per count multiplier is 10.
Per Count UOM	The descriptive term for the unit of measure. For example: In the statement, "US\$2.00 is charged for every 10 lbs. of duty", the per count UOM is lbs.

Button descriptions

Button	Description
Submit	(Users with Edit privileges only) Saves any changes or additions you have made to the HTS detail.
Back	Returns you to the HTS Summary list.
Request Information	(Users with Edit privileges only) Allows you to compose and send an e-mail message to the vendor requested additional product information.

HTS E-mail

Overview

While completing the HTS data entry, users with HTS edit privileges can request additional information about the product from the vendor by clicking **Request Information**. An e-mail window is displayed.

Retek retail

Front Help LogOut

Email for HTS Number: J09011st0004

From: jay.steffenhagen@rettek.com
To: jay.steffenhagen
Subject: Request for info: J09011st0004

Message:

 Department: CEP Women's Outdoor
 Vendor Style/APN: J09011st0004
 Class: CEP Jackets
 Style/Product Desc: st0004
 SubClass: CEP Winter Jackets

Send Cancel

Retek

E-mail Window

The To field contains the contact e-mail address for the vendor assigned to the product. The From field contains the e-mail address of the requestor of the information. The e-mail body contains all of the product information contained in RetailCommerce for the specific product. You can add text in the body of the message for specific questions and comments.

This Help topic explains how to perform the following tasks:

- Request additional product information from the vendor

This topic also provides Field descriptions and Button descriptions for the window.

Procedures

Request additional information from the vendor

- 1 Type in free-form text any requests for additional production information within the Message box.
- 2 Click **Send** to send the request to the vendor. Click **Cancel** to abandon the e-mail message and return to the Edit Details window.

Field descriptions

Field	Description
To	The e-mail address of the user sending the request for information.
From	The e-mail address of the vendor assigned to assigned to the product.
Subject	Displays "Request for info: [HTS Number]". If necessary, type over the text
Message	All of the product information contained in RetailCommerce for the specific product. You can add text in the body of the message for specific questions and comments.

Button descriptions

Button	Description
Send	Submits the e-mail request to your e-mail server for delivery to the recipient.
Cancel	Abandons the e-mail message and returns you to the Edit Details window.

Chapter 4 – ASN Documents

ASN Summary

Overview

The ASN Summary window provides a list of the shipment records assigned to your enterprise and available in RetailCommerce.

This Help topic explains how to perform the following tasks:

- View and sort the ASN Summary list
- Filter the ASN Summary list
- View ASN detail
- Generate ASN reports

This topic also provides Field descriptions and Button descriptions for the window.

Procedures

View and sort the ASN Summary list

Note: To choose the number of records that appear in the list, see the "Change the default page size" procedure in Change Pane Settings.

- 1 From the Start Page, select the ASN Summary tab. The ASN Summary list is displayed.

☐	<u>ASN Number</u> ↑	<u>Freight Forwarder</u>	<u>Retailer</u>	<u>Departure Date</u>
☐	Asn 1	qg Freight Forwarder 1	Quality Group Enterprise	7/1/2004
☐	Asn 2	qg Freight Forwarder 1	Quality Group Enterprise	7/1/2004
☐	Asn 3	qg Freight Forwarder 1	Quality Group Enterprise	7/1/2004
☐	33214	Max Brown Wholesales	Quality Group Enterprise	11/30/2001
☐	55555	Max Brown Wholesales	Quality Group Enterprise	

ASN Summary Window

Note: Initially the list is sorted in ascending order by ASN Number.

- 2 To sort the list differently, click any underlined column heading. An arrow indicates the column by which the list is currently sorted, as well as the order, ascending or descending. To reverse the current sort order, click the same column heading again.

Filter the ASN Summary list

- 1 To list only the records for a specific retailer, select a retailer from the Retailer Name drop-down list. To view all records again, select *All* from the drop-down list.
- 2 To list only a specific shipment record or set of shipment records, enter a full or partial shipment ID in the ASN Number field and click **Retrieve**. The ASN Summary list is displayed with only the records matching the criteria you entered in the field. To view all records again, leave the ASN Number field blank and click **Retrieve**.

View ASN detail

- 1 To view ASN Detail, click an ASN Number. The ASN Details window is displayed.

Retek retail Front Help LogOut

Shipment Pre-Alert for ASN Number: Asn 3

Freight Forwarder	gg Freight Forwarder 1	ASN Number *	Asn 3
Retailer *	Quality Group Enterprise	MAWB Number	MAWB 3
Customs Broker	gg Custom Broker 1		
Flight/Voyage ID	Flight/Voyage 3	Departure Date/Time (MM/DD/YYYY hh:mm-24hr Time)	07/01/2004 00:00
Lading Port	Marcelle	Discharge Port	Boston
Container/Pallet size	10	Number of Container/Pallets	5.0
Total Invoice Value	470.0	Total Number Of Cartons	20
Total Flat Quantity	100.0	Total Hanging Quantity	100.0
Total Actual Weight	600.0	Total Chargeable Weight	500.0
Number of Vendors	1		

Packlist Summary

HAWB Number	Vendor	PO Numbers	Invoice Number	Invoice Date	Invoice Value
HAWB 3.1	Max Brown Wholesales	Auto-ASNP002,Auto-ASNP004	Invoice 3.1	7/1/2006	235.0
HAWB 3.2	Max Brown Wholesales	Auto-RETP011,Auto-RETP015	Invoice 3.2	7/1/2006	235.0

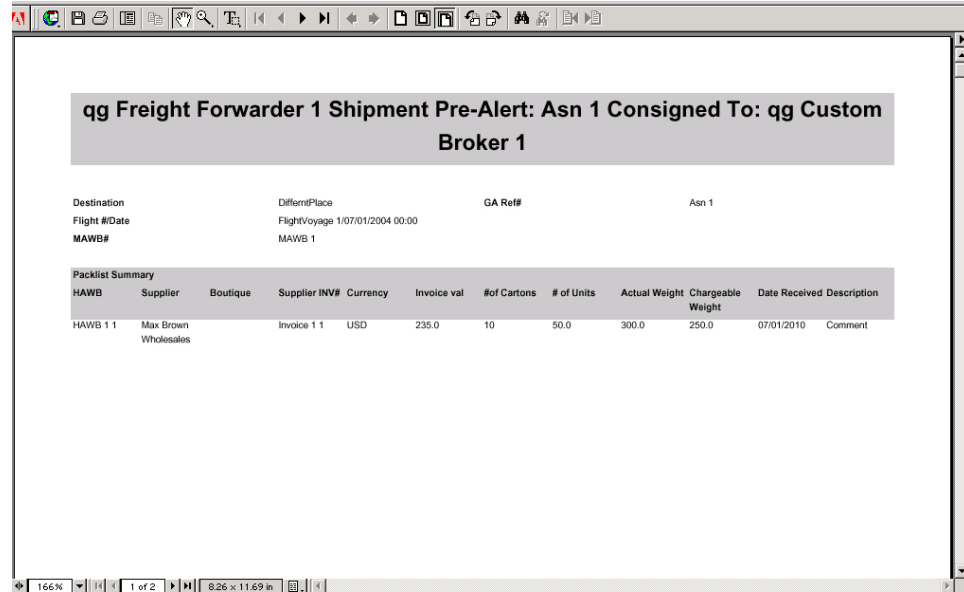
Retek

ASN Details Window

- 2 For more information about viewing and editing detail information, see the description for the ASN Details window.

Generate ASN reports

- 1 From the ASN Summary list, select the check boxes in front of each ASN that you wish to include in the report.
- 2 Select **Print**. The report is displayed in Adobe Acrobat.

*ASN report*

- 3 To print the report, select .
- 4 To return to the ASN window, use your browser's **Back** button.

Field descriptions

Field	Description
ASN Number	The ASN number assigned to this shipment.
Freight Forwarder	The name of the freight forwarder assigned to the shipment.
Retailer	The name of the retailer owning the product.
Departure Date	The scheduled date of shipment in this format: dd/mm/yyyy.

Button descriptions

Button	Description
Retrieve	Finds and displays records that contain the characters you typed in the editable field next to this button.
New	(Users with edit privileges only) Displays the Pre-Shipment Alert window in edit mode, from which you can create a new shipment record.
Print	Displays the ASN report in Adobe Acrobat.

ASN Details

Overview

The Shipment Pre-Alert (ASN Details) window allows users with ASN edit privileges to create and edit shipment records.

When creating or editing shipments, certain mandatory fields such as ASN Number, Retailer, PO Numbers and Invoice Number are validated. You cannot submit new or changed ASNs unless these fields contain valid information.

This Help topic explains how to perform the following tasks:

- Create or edit a shipment record
- Delete a shipment record
- Add a pack list
- Generate an HTS report

This topic also provides Field descriptions and Button descriptions for the window.

Procedures

Create or edit a shipment record

- 1 If you are creating a new shipment record (that is, you clicked the New button on the ASN Summary window), enter the ASN Number and select a Retailer from the drop-down list. The ASN Number and the Retailer are required to create a shipping record. (At this point, you can click **Save** to save the record and complete the remaining fields later. See the note below in Step 2.)

If you are editing an existing shipping record, click **Edit** and make any necessary changes or additions to the editable fields.

The screenshot displays the 'Retek' application interface for the 'ASN Details' window. The title bar indicates 'Shipment Pre-Alert for ASN Number: Asn 3'. The window is divided into several sections:

- Header:** Retek logo on the left, 'Front Help LogOut' on the right.
- Shipment Details:** A table with fields for Freight Forwarder, Retailer, Customs Broker, Flight/Voyage ID, Lading Port, Container/Pallet size, ASN Number, MAWB Number, Departure Date/Time, Discharge Port, and Number of Container/Pallets.
- Summary:** A table showing Total Invoice Value, Total Flat Quantity, Total Actual Weight, Number of Vendors, Total Number Of Cartons, Total Hanging Quantity, and Total Chargeable Weight.
- Packlist Summary:** A table with columns for HAWB Number, Vendor, PO Numbers, Invoice Number, Invoice Date, and Invoice Value.
- Footer:** Retek logo on the left, 'Back' and 'Generate HTS Report' buttons on the right.

Shipment Pre-Alert for ASN Number: Asn 3	
Freight Forwarder	gg Freight Forwarder 1
Retailer *	Quality Group Enterprise
Customs Broker	gg Custom Broker 1
Flight/Voyage ID	FlightVoyage 3
Lading Port	Marcelle
Container/Pallet size	10
ASN Number *	Asn 3
MAWB Number	MAWB 3
Departure Date/Time (MM/DD/YYYY hh:mm-24hr Time)	07/01/2004 00:00
Discharge Port	Boston
Number of Container/Pallets	5.0
Total Invoice Value	470.0
Total Flat Quantity	100.0
Total Actual Weight	600.0
Number of Vendors	1
Total Number Of Cartons	20
Total Hanging Quantity	100.0
Total Chargeable Weight	500.0

Packlist Summary					
HAWB Number	Vendor	PO Numbers	Invoice Number	Invoice Date	Invoice Value
HAWB 3.1	Max Brown Wholesales	Auto-ASNPO02,Auto-ASNPO04	Invoice 3.1	7/1/2006	235.0
HAWB 3.2	Max Brown Wholesales	Auto-RETPO11,Auto-RETPO15	Invoice 3.2	7/1/2006	235.0

ASN Details Window

- 2 To save your changes and additions, click **Save**.

Note: This does not yet submit your changes for processing. It stores your changes temporarily. A worksheet document icon  next to an ASN Number in the ASN Summary list indicates that changes have been saved but not yet submitted.

- 3 When you have completed the shipment record details, and have added all of the pack list information (See Add a Pack List section below) click **Submit** to submit all of your changes. Submitting the ASN will trigger an email alert to the retail buyer informing them that the ASN information has been entered and is complete.

Delete a shipment record

Note: You can delete a shipment only if there are no pack lists associated with it. If the shipment contains pack lists, you must first delete the pack lists individual and then delete the shipment (See Deleting Pack List procedure for details).

- 1 Click **Edi**.
- 2 Click **Delete**. RetailCommerce prompts: "Are you sure you wish to delete this ASN?"
- 3 Click **OK** to proceed with the deletion of the record. Click **Cancel** to keep the record. The ASN Summary list is displayed after the record is deleted.

Add a pack list

- 1 From the Shipment Pre-Alert (ASN Detail) window, click **Add Pack List**. The Pack List (HAWB Detail) window is displayed in edit mode.
- 2 Make any necessary changes or additions to the editable fields. PO Numbers and an Invoice number are required to create the packing list record.
- 3 Click **Add** to add the packing list information to the shipping record. The Shipment Pre-Alert (ASN Detail) window is displayed again.

Generate an HTS report

- 1 From the Shipment Pre-Alert (ASN Detail) window, click **Generate HTS Report**. The HTS Report is displayed in PDF format.
- 2 Click the Print icon on the Adobe Acrobat toolbar to print the HTS report on your printer.

Note: To save the PDF file, click the Save on the Adobe Acrobat toolbar.

- 3 Click **Back** on the browser toolbar to return to the Shipment Pre-Alert (ASN Detail) window.

Field descriptions

The Shipment Pre-Alert window contains the following sections:

- Header section
- Details section
- Pack list summary

* Indicates an editable field for users with edit privileges.

Field	Description
Header Section	
Freight Forwarder	Name of the Freight forwarder from the drop-down list.
ASN Number	Advanced shipping notice number that is assigned to this shipment.
Retailer	Name of the retailer owning the product.
MAWB No *	Number of the master airway bill.
Customs Broker	Name of the customs broker you assign for this shipment.
Flight/Voyage ID *	Number of the flight voyage ticket.
Departure Date/Time *	Scheduled time and date of shipment in this format: yyyy/dd/mm hh:mm (24 hour time).
Lading Port *	Lading port ID.
Discharge Port *	City name where the shipment originates.
Container/Pallet Size *	Pallet size of the shipment.
Number of Container/Pallets *	Number of pallets in this shipment.
Details Section	
Total Invoice Value	Value of the entire invoice in the specified currency.
Total No Cartons	Number of cartons in the shipment.
Total Flat Qty	Number of Flat garments in this shipment.
Total Hanging Qty	Number of Hanging garments in this shipment.
Total Actual Weight	Weight of the shipment.
Total Chargeable Weight	True shipment weight used to calculate cost.
No of Vendors	Number of vendors involved with this invoice.
Packlist Summary	
HAWB Number	Number of the house airway bill.

Field	Description
Vendor	Name of the supplier.
PO Numbers	Purchase Order numbers.
Invoice Number	Number of the invoice for this shipment. .
Invoice Date	Date the invoice was created.
Invoice Value	Value of the products shipped and recorded on the invoice.

Button descriptions

Button	Description
Edit	(Users with edit privileges only) Displays the Pre-Shipment Alert pane in edit mode. You can make changes and additions to any of the editable fields.
Back	Displays the ASN Summary list.
Generate HTS Report	HTS Report is displayed in PDF format, from which you can print the report to a printer.
Add Pack List	Displays the Pack List (HAWB Detail) window in edit mode, from which you can add pack list information to the shipping record.
Cancel	Returns you to the previous window without apply any changes you may have indicated.
Save	(Edit mode only) Saves the changes you have made. This does not yet submit your changes for processing. It stores your changes temporarily. A worksheet document icon next to an ASN Number in the ASN Summary list indicates that changes have been saved but not yet submitted.
Submit	(Edit mode only) Submit your changes for processing.
Delete	(Edit mode only) Removes the record from the database.

Pack List (HAWB)

Overview

The Pack List contains additional information associated with the house airway bill (HAWB).

This Help topic explains how to perform the following tasks:

- Add a pack list
- Delete a pack list

This topic also provides Field descriptions and Button descriptions for the window.

Procedures

Add a pack list

- 1 From the Shipment Pre-Alert (ASN Detail) window, click **Add Pack List**. The Pack List (HAWB Detail) window is displayed in edit mode.

Retek retail

Front Help LogOut

ASN Number : 12312312

HAWB Number		Vendor	
PO Numbers *		Invoice Number *	
Invoice Currency		Number Of Cartons	
Flat Quantity		Hanging Quantity	
Actual Weight		Chargeable Weight	
Forwarder Receive Date		Invoice Value	
Invoice Date			

Comment

Add Cancel

Retek

Pack List Window

- 2 Make any necessary changes or additions to the editable fields. Valid PO Numbers and Invoice numbers are required to create the packing list record.
- 3 Click **Add** to add the packing list information to the shipping record. The Shipment Pre-Alert (ASN Detail) window is displayed.

Delete a pack list

- 1 From the Shipment Pre-Alert (ASN Detail) window, click an existing pack list (HAWB field). The Pack List (HAWB Detail) window is displayed.
- 2 Click **Edit**, and the **Delete** button is displayed.
- 3 Click **Delete**. RetailCommerce prompts: "Are you sure you wish to delete this packlist?"
- 4 Click **OK** to proceed with the deletion of the record. Click **Cancel** to keep the record. The ASN Detail window is displayed after the record is deleted.

Field descriptions

Field	Description
HAWB Number	The number of the house airway bill (HAWB).
Vendor	The name of the supplier.
PO Numbers	(Required) The PO numbers. Multiple PO numbers are separated by a comma.
Invoice Number	(Required) The number of the invoice for this shipment.
Invoice Currency	The monetary units used to calculate value of shipment.
Number of Cartons	The number of cartons in the shipment.
Flat Quantity	The number of flat garments in this shipment.
Hanging Quantity	The number of hanging garments in this shipment.
Actual Weight	The weight of the shipment.
Chargeable Weight	The true shipment weight used to calculate cost.
Forwarder Receive Date	The date the forwarder received the shipment.
Invoice Value	The value of the products shipped and recorded on the invoice.
Invoice Date	The date the invoice was created.
Comment	Free-form text comments about the house airway bill.

Button descriptions

Button	Description
Add	Applies any changes you may have indicated (as long as a valid invoice number and valid PO numbers are entered) and returns you to the Shipment Pre-Alert window.
Cancel	Returns you to the Shipment Pre-Alert window without apply any changes you may have indicated.
Edit	From the ASN Details page, click on an existing pack list. The Edit button appears on the Pack List Details page. Click Edit to enable editing of the pack list information.
Delete	From the ASN Details page, click on an existing pack list. The Edit button appears on the Pack List Details page. Click Edit to enable the Delete button. Click Delete to remove the pack list from the ASN.

Chapter 5 – Invoice Summary

Overview

The Invoice Summary window provides a list of invoice numbers with which vendors are associated in RetailCommerce. As a vendor, you can use RetailCommerce to enter your invoices online using a browser. These invoices will be exported from RetailCommerce via an XML file. The RetailCommerce system will act only as a means of collecting invoice data into a common database and exporting it on to the vendor's XML file. You can only view the invoices that you have entered. The retailer identifies whether or not a trading partner has an invoice. The three privileges are: Edit privilege, Invoice View privilege, or no Invoice privileges. Based on this assigned privilege, the system will allow the user to perform only the tasks they are allowed to access.

This help topic explains how to perform the following tasks:

- Create an invoice
- View an invoice
- Delete an invoice
- Update an invoice

Procedures

Create a new Invoice

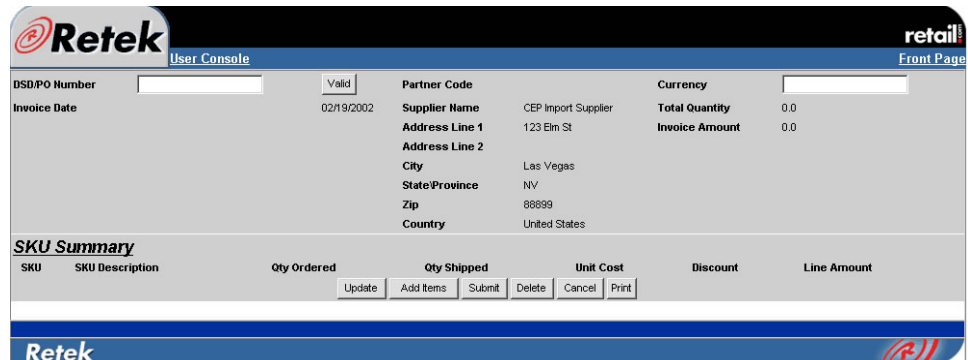
- **Navigate:** From the RetailCommerce User Console, click on the Invoice tab. The Invoice Summary tab window is displayed.



Invoice Number	Invoice Date	Retailer	PO Number	Invoice Amount
Inv-001	2/14/2002	Quality Group Enterprise	Auto-RETPO1	2000.0
Inv-002	2/14/2002	Quality Group Enterprise	Auto-RETPO10	2275.0

Invoice Summary tab window

- From the Invoice Summary tab, click **New Invoice**. The New Invoice window is displayed.



SKU	SKU Description	Qty Ordered	Qty Shipped	Unit Cost	Discount	Line Amount

New Invoice window

- In the DSD/PO number field, enter a PO number, and then click **Valid** to ensure that the PO number is an acceptable number within the system.
- In the Currency field, enter the appropriate monetary unit for this transaction.
- To update all fields under SKU Summary, click **Update**.
- To add new items to the new invoice, click **Add Items**.
- To save information to RetailCommerce's database, click **Submit**.
- To return to Invoice Summary tab, click **Cancel**.
- To print the current document, click **Print**.

View an Invoice

- **Navigate:** From the RetailCommerce User Console, select the Invoice Summary tab. The Invoice Summary tab window is displayed. In the Invoice Number field on the User Console page, enter your PO number to retrieve your invoice.
- 1 Your invoices are displayed and can be viewed for changes or updates.
- 2 To sort the list differently, click any underlined column heading. An arrow indicates the column by which the list is currently sorted, as well as the order, ascending or descending.
- 3 To reverse the current sort order, click the same column heading again.

Delete an Invoice

- **Navigate:** From the RetailCommerce User Console, select the Invoice Summary tab. The Invoice Summary tab window is displayed.
- To delete an invoice, select the check box to the left of the desired item, and then click **Delete** to permanently remove it from the system's database.

- ➔ **Navigate:** From the RetailCommerce User Console, select the Invoice Summary tab. The Invoice Summary tab window is displayed.

- 

User Console

retail Front Page

Invoice Number

Inv-001

Invoice Date

02/14/2002

BSD/PO Number

Auto-RETPO1

Partner Code

Supplier Name

CEP Import Supplier

Address Line 1

123 Elm St

Address Line 2

City

Las Vegas

State/Province

NV

Zip

88899

Country

United States

Currency

USD

Total Quantity

50.0

Invoice Amount

2000.0

SKU Summary

SKU	SKU Description	Qty Ordered	Qty Shipped	Unit Cost	Discount	Line Amount
☐ 10005905	Sweater:Black:small	10.0	10.0	25.0	0.0%	250
☐ 100059051	Dress:Black:small	5.0	5.0	35.0	0.0%	175
☐ 1000590555	Pants:Grey:30x30	15.0	15.0	45.0	0.0%	675
☐ 1000590556	Pants:Green:34x32	20.0	20.0	45.0	0.0%	900
☐		0.0	0.0	0.0	0.0%	0
☐		0.0	0.0	0.0	0.0%	0
☐		0.0	0.0	0.0	0.0%	0
☐		0.0	0.0	0.0	0.0%	0
☐		0.0	0.0	0.0	0.0%	0
☐		0.0	0.0	0.0	0.0%	0
☐		0.0	0.0	0.0	0.0%	0
☐		0.0	0.0	0.0	0.0%	0
☐		0.0	0.0	0.0	0.0%	0
☐		0.0	0.0	0.0	0.0%	0
☐		0.0	0.0	0.0	0.0%	0
☐		0.0	0.0	0.0	0.0%	0
☐		0.0	0.0	0.0	0.0%	0
☐		0.0	0.0	0.0	0.0%	0
☐		0.0	0.0	0.0	0.0%	0
☐		0.0	0.0	0.0	0.0%	0
☐		0.0	0.0	0.0	0.0%	0
☐		0.0	0.0	0.0	0.0%	0
☐		0.0	0.0	0.0	0.0%	0
☐		0.0	0.0	0.0	0.0%	0
☐		0.0	0.0	0.0	0.0%	0
☐		0.0	0.0	0.0	0.0%	0
☐		0.0	0.0	0.0	0.0%	0
☐		0.0	0.0	0.0	0.0%	0
☐		0.0	0.0	0.0	0.0%	0
☐		0.0	0.0	0.0	0.0%	0
☐		0.0	0.0	0.0	0.0%	0
☐		0.0	0.0	0.0	0.0%	0
☐		0.0	0.0	0.0	0.0%	0
☐		0.0	0.0	0.0	0.0%	0
☐		0.0	0.0	0.0	0.0%	0
☐		0.0	0.0	0.0	0.0%	0
☐		0.0	0.0	0.0		

- 2 To change the Invoice Number:
 - a Highlight the Invoice Number in the Header section of the window.
 - b Change the number as necessary.
- 3 Change the information in the editable fields in the Entry section of the window as necessary.

Note: Refer to the Button descriptions for additional information.

Field descriptions

Field	Description
Header	
Invoice Number	The number by which an invoice can be tracked.
Partner Code	ID assigned by retailer for this supplier. Default value from retail.com if it exists.
Currency	Monetary units for this country's transaction. For example, USD equals US Dollars.
Invoice Date	Default to current date when the new invoices are created. User can override and change the date.
Supplier Name	Current invoice supplier.
Total Quantity	Calculated based on quantities from the line items.
DSD/PO Number	Purchase Order (PO) number that was entered through Direct Store Delivery (DSD).
Address Line 1	Current invoice supplier's address.
Invoice Amount	Calculated based online item amounts.
Address Line 2	Current invoice supplier's address.
City	Current invoice supplier's city.
State/Province	Current invoice supplier's state.
Zip	Current invoice supplier's zip/postal code.
Country	Current invoice supplier's country.
Valid	Checks the value entered in the PO/DSD field to see if it exists, if not, a message returns saying PO/DSD is invalid.

Entry	
SKU	Item SKU Number.
SKU Description	Item Description.
Quantity Ordered	Number of items from the PO.
Quantity Shipped	Number of items shipped.
Unit Cost	Cost of individual item.
Discount	Discount applied to line item (given as a percent).
Line Amount	Calculated based online item amount.

Button descriptions

Button	Description
Update	Renews field with new information.
Add Items	Puts new items into your invoice.
Submit	Commits selected PO to the RetailCommerce database.
Delete	Removes item from the RetailCommerce database.
Cancel	Returns you to the User Console without applying changes you indicated.
Print	Transfers document into PDF format for printing.
Retrieve	Displays saved/current Invoices.
New Invoice	Opens a new window that allows you to create a new invoice.

Chapter 6 – Administrative Functions

Administration

Overview

Retailers with Administration privileges can set up customs broker and freight forwarder ID assignments.

This Help topic explains how to perform the following tasks:

- View customs broker or freight forwarder ID assignments

This topic also provides Field descriptions and Button descriptions for the window.

Procedures

View customs broker or freight forwarder ID assignments

- 1 From the Administration tab, select the function you want to perform:

- Setup Customs Broker ID Assignment
- Setup Freight Forwarder ID Assignment

The appropriate window is displayed. See the Help topics for the window for more information on the functions you can perform.

Field descriptions

None.

Button descriptions

None.

Assign a Customs Broker

Overview

Retailers with Administration privileges can set up customs broker ID assignments.

There are two types of customs broker assignments on this window:

- Assigning customs broker
An assigning customs broker is associated with the retailer. The assigning customs broker is responsible for the completion of HTS documents for the retailer. The assigning customs broker appears on the PO Details window as the Assigning CB.
- Shipment customs broker
A shipment customs broker is associated with a vendor/port of discharge combination. The shipment customs broker is responsible for seeing all of the vendor's shipments through customs at the port of discharge. The shipment customs broker appears on PO Details as Customs Broker.

As POs are imported into RetailCommerce, the system assigns the Shipment Customs Broker and the Assigning Customs Broker to each PO. The enterprise assigned to the PO depends on the values entered in this form.

Note: The customs broker assignments are performed only during the PO import process. If changes are made in this window, the system will not make these changes retroactive to any existing POs currently in RetailCommerce. To re-assign custom brokers to existing POs, the POs must be re-imported from the retailer into RetailCommerce.

This Help topic explains how to perform the following tasks:

- Choose an assigning customs broker
- Choose a shipment customs broker
- Delete a shipment customs broker

This topic also provides Field descriptions and Button descriptions for the window.

Procedures

Choose an assigning customs broker

- 1 Select a customs broker from the Assigning Customs Broker drop-down list.

Vendor	Port of Discharge	Customs Broker	Check to Delete
CEP Import Supplier	NY	CEP Import Supplier	☐
CEP Import Supplier	LA	qg Custom Broker 1	☐
CEP Import Supplier		qg Custom Broker 2	☐

Buttons: Add, Delete, Back

Assigning Customs Broker Window

Note: The drop-down lists contain a list of ALL trading partners that are associated with the retailer's enterprise. Be sure that the enterprise you select is in fact a customs broker.

- 2 Click **Change**. The customs broker you selected becomes your assigning customs broker.
- 3 To change the assigning customs broker, repeat this procedure.

Choose a shipment customs broker

- 1 From the Vendor drop-down list, select a vendor.
- 2 In the Port of Discharge field, enter the name of the port in which the shipment arrives and goes through customs.

Note: The Port of Discharge value must match exactly with the value assigned to the PO in the retailer's host system.

- 3 From the Customs Broker drop-down list, select a customs broker to associate with the vendor.
- 4 Click **Add**. The Vendor/Port of Discharge/Customs Broker relationship is listed below the drop-down lists.

Delete a shipment customs broker

- 1 Select the check box to the right of the Vendor/Port of Discharge/Customs Broker relationships you want to delete.
- 2 Click **Delete**. The selected Vendor/Port of Discharge/Customs Broker relationships are no longer listed below the drop-down lists.

Field descriptions

Field	Description
Retailer	The enterprise name of your organization.
Assigning Customs Broker	The enterprise name of the Customs Broker responsible for assigning HTS codes to the items contained on the PO.
Vendor	The name of the supplier of the product
Port of Discharge	The name of the port in which the shipment arrives and goes through customs.
Customs Broker	The enterprise name assigned as the shipment customs broker for the PO.

Button descriptions

Button	Description
Change	Changes the assigning customs broker to the name selected in the drop-down list.
Add	Adds the Vendor/Port of Discharge/Customs Broker relationship.
Delete	Deletes the selected Vendor/Port of Discharge/Customs Broker relationships.
Back	Returns you to the previous window.

Assign a Freight Forwarder

Overview

Users with Administration privileges can assign a freight forwarder to a vendor.

As POs are imported into RetailCommerce, the system assigns Freight Forwarder to each PO. The enterprise assigned to the PO depends on the values entered in this form.

Note: The freight forwarder assignments are performed only during the PO import process. If changes are made in this window, the system will not make these changes retroactive to any existing POs currently in RetailCommerce. To re-assign freight forwarders to existing POs, the POs must be re-imported from the retailer into RetailCommerce.

This Help topic explains how to perform the following tasks:

- Assign a freight forwarder
- Delete a freight forwarder assignment

This topic also provides Field descriptions and Button descriptions for the window.

Procedures

Assign a freight forwarder

- 1 From the Vendor drop-down list, select a vendor.

Assign a Freight Forwarder Window

- 2 From the Freight Forwarder drop-down list, select a freight forwarder to associate with the vendor.

Note: The drop-down lists contain a list of ALL trading partners that are associated with the retailer's enterprise. Be sure that the enterprise you select is in fact a freight forwarder.

- 3 Click **Add**. The Vendor/Freight Forwarder assignment is listed below the drop-down lists.

Note: You may assign only one freight forwarder to a vendor. After a freight forwarder has been assigned to a vendor, the vendor name is no longer available in the Vendor drop-down list.

Delete a freight forwarder assignment

- 1 Select the check box to the right of the Vendor/Freight Forwarder relationships you want to delete.
- 2 Click **Delete**. The selected Vendor/Freight Forwarder relationships are no longer listed below the drop-down lists.

Note: After freight forwarder assignment is deleted, the vendor name is again available in the Vendor drop-down list for re-assignment.

Field descriptions

Field	Description
Retailer	The enterprise name of your organization.
Freight Forwarder	The enterprise name of the freight forwarder.
Vendor	The name of the supplier of the product

Button descriptions

Button	Description
Add	Adds the Vendor/Freight Forwarder relationship.
Delete	Deletes the selected Vendor/Freight Forwarder relationships.
Back	Returns you to the previous window.

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